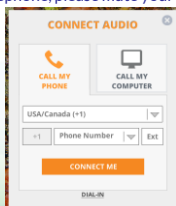


You are welcome to print a copy of the power point prior to today's presentation from our webpage at

<http://dpi.wi.gov/school-nutrition/ffvp>

If you will be using a phone connection and either a laptop or PC computer with a speaker and/or microphone, make sure the **computer speaker and microphone in the toolbar are turned off**. If they aren't, you will hear feedback.

If you are calling via telephone, please mute your line by pressing **"*6"**



If you don't hear any audio, perhaps you too quickly closed this window without selecting an option.

Fresh Fruit and Vegetable Program (FFVP)



"In A Nutshell" Program Requirements 2016-2017

Cindy Loechler, MS, RDN, CD, SNS
Public Health Nutritionist
Wisconsin Department of Public Instruction



Today's Agenda

- School Year 2016-17
- "In A Nutshell"
Program Requirements
- Links to Resources
 - FFVP Online Services Manual
 - Budgets and Budget Revisions
 - Claims
 - Procurement Recorded Webcast

School Year 2016-2017

- Funding of \$184.5 million for all 50 states, District of Columbia, Guam, Puerto Rico, and US Virgin Islands
- Wisconsin allocation of \$3,356,200
 - 190 schools selected
 - 67 districts
 - 67,124 students
 - 45 schools that did not participate in 2015-16



In A Nutshell



FFVP Handbook

- USDA program guidance found at:
<http://www.fns.usda.gov/sites/default/files/handbook.pdf>
- Please read through handbook for all basic requirements and regulations



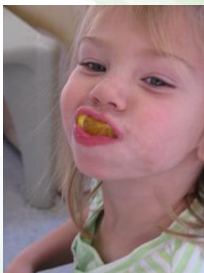
Program Goals

- **Create healthier school environments by providing healthier food choices**

Expand the variety of fruits and vegetables (f/v) children experience

Increase children's f/v consumption

Make a difference in children's diets to impact their present and future health



How it Works

- Funds are used to provide fresh f/v for all children enrolled in the participating elementary school
- Served at least 2 times per week during school hours
 - Not during breakfast, lunch, or afterschool
 - May not be taken home
- From beginning to end of school year or when funding runs out
 - Not during summer school

Grant Award

- Award allocated in two parts

Allocation A

July 1, 2016 – September 30, 2016

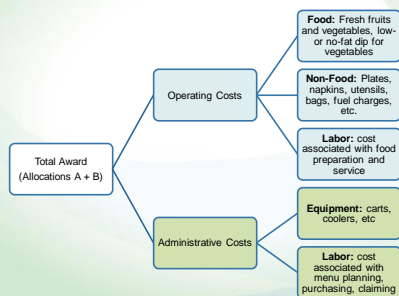
Allocation B

October 1, 2016 – June 30, 2017

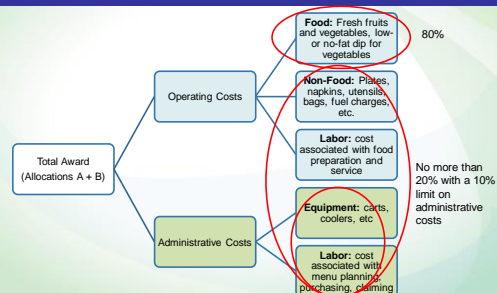
Budgets and Budget Revisions

- **Allocation A**
May be revised up or down prior to 9/12/16
May be revised prior to submission of final Allocation A claim
- **Allocation B**
Must be submitted prior to October claim
May be revised prior to submission of final Allocation B claim
- **FFVP Online Services Manual**
<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/ffvp-online-services-manual-1617.pdf>

What Can I Spend My Award On?



What Can I Spend My Award On?



What Can I Spend My Award On?

Operating – Food: At least 80% of total award must be spent on **food costs**

Fruits

Only fresh - not frozen, cooked, canned, or dried

Vegetables

Fresh - not frozen, canned, or dried

Fresh cooked vegetables can be served once/week

Dips for vegetables

Only low-fat or fat free

What Can I Spend My Award On?

Up to the remaining 20% may be spent on **non-food costs**

- Operating non-food costs

Operating non-food supplies

Paper supplies, cleaning supplies, small equipment, delivery charges, fuel surcharges

Operating labor

Salaries & fringes for preparing/serving snacks

Maintain supporting documentation

What Can I Spend My Award On?

Up to the remaining 20% may be spent on **non-food costs**

- Administrative costs – maximum of 10% of total grant award

Administrative Labor

Supporting documentation must be maintained

Large equipment - \geq \$250 each

Must be approved and purchased by 12/31/16

- No funds can be used for nutrition education or program promotion

Employee Signature	Date
--------------------	------

_____ Yes
_____ No _____ % prorated to FFVP
\$_____ (cost attributed to FFVP)

[illegible]

<http://dpi.wi.gov/sites/default/files/imce/school-nutrition/pdf/ffvp-allowable-nonallowable-costs.pdf>

Program Planning



FFVP Snacks

When

Schools decide what works best
Mid-morning or mid-afternoon, or both

Where

Students can easily consume the FFVP and
nutrition education can be provided
Classroom, cafeteria, hallway

How

On trays, carts, or baskets delivered to classroom
Placed in central location for students to self serve

FFVP Snacks

Fresh fruits and vegetables

Not frozen, cooked, canned, or dried
Fresh cooked vegetables can be served once/week

Dips for vegetables

Only low-fat or fat free
Not to exceed 2 tablespoons/student
Best practice: served infrequently, perhaps with
less popular vegetables to encourage students to
try them
No dips, peanut butter, yogurt, etc. with fruits

No minimum or maximum portion sizes

Menu Planning

- Things to consider
 - How many days per week will snacks be offered?
 - Will there be enough funds to offer FFVP through the month of May?
 - Are vegetables offered regularly throughout the month?
 - What new fruits/vegetables can students be introduced to?
 - What about special diet requests?

Menu Planning

- Proposed funding of \$50 per student based on school enrollment at time of grant application
 - September through May
approximately 34 weeks
 - Average weekly snack cost:
 - $\$50 \div 34 \text{ weeks} = \$1.47/\text{week}^*$
 - $\$1.47 \div 2 \text{ snacks/week} = \$0.73/\text{snack}^*$
 - $\$1.47 \div 3 \text{ snacks/week} = \$0.49/\text{snack}^*$

*Average cost includes any expenditures needed for labor, equipment, supplies

Menu Planning

- Must include fresh fruits and vegetables
- Introduce students to a wide variety
- Try different varieties of common foods
 - Honey Crisp, Red Delicious, and Granny Smith apples
 - Orange and yellow carrots
- Think exotic –
 - Star fruit
 - Romanesco broccoli
 - Kohlrabi



Non-Allowable Foods*

- Canned, frozen, dried f/v
- Vacuum packed f/v cups
- F/v with artificial flavorings and/or preservatives added
 - Grapples
 - Crazy apples
- Store-made fresh salsa
 - Tropical Mango Salsa
- Edible flowers
- Yogurt for fruit
- Dried herbs
- Coconut
- Vegetables roasted with olive oil, seasonings, etc.
- Raw sprouts
- Juice
- Smoothies

* Not all inclusive

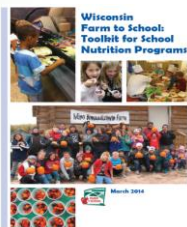
Farm to School

- FFVP schools are encouraged (but not required) to use funds to purchase locally grown produce
- May purchase from:
 - Farmers
 - Farmers markets/co-ops
 - Vendors carrying local produce
- Must follow all proper procurement practices



Farm to School Toolkit

<http://www.cias.wisc.edu/toolkits/>



- Joint effort
 - DPI; Dept. of Health; Dept. of Agriculture, Trade, and Consumer Protection; UW Center for Integrated Agriculture
- Includes tools to
 - Get started
 - Locate & purchase local foods
 - Incorporate local foods
 - Promote your program
 - Educate students

Farm to School Tracking

- State is tracking information on Wisconsin-grown purchases
- Includes purchases from farmers, markets, vendors, etc.

The screenshot shows a web form titled 'Fruits and Vegetables'. It includes fields for 'Invoice Date', 'Service Date', 'Fruit/Vegetable Description', 'WI grown' (a checkbox that is circled in red), 'Shipping Date', 'Number of Units', 'Cost per Unit', and 'Total Cost'.

Typical WI-grown purchases include apples, berries, carrots, kohlrabi, potatoes, squash, and salad greens.

Purchasing

- Free and open competition
- Procurement training webinars
<http://dpi.wi.gov/school-nutrition/ffvp/procurement>



Special Dietary Needs

- Accommodations for children with disabilities applies to FFVP
 - Requires dietary request form from licensed medical practitioner
 - Texture modifications – soft, cut, pureed, etc.
 - Food Substitutions if child cannot tolerate food
 - Request list of substitute food choices
- <http://dpi.wi.gov/school-nutrition/national-school-lunch-program/special-dietary-needs>

Food Safety

- Standard Operating Procedures (SOPS) for FFVP
- Washing and Handling Fresh Fruits and Vegetables
- "Best Practices – Handling Fresh Produce in Schools"

<http://dpi.wi.gov/school-nutrition/food-safety>

http://www.fns.usda.gov/sites/default/files/best_practices.pdf

Nutrition Education and Program Promotion



<http://dpi.wi.gov/school-nutrition/ffvp/promotion>

Nutrition Education

- Vital component of program success
- First exposure to f/v for many children
- Use a variety of methods to provide education depending on grade level
- Incorporate nutrition education in classroom and the cafeteria



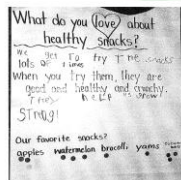
Nutrition Education - Cafeteria

- Taste Tests
 - Apples
 - Tomatoes
 - Pears
- Incorporate FFVP snacks into menus
- Create a nutrition resource cart
 - Games/Worksheets
 - Fact sheets
 - Coloring pages



Nutrition Education - Classroom

- Incorporate f/v into core class lessons
 - Health and nutrition
 - Plant science
 - Food origins
- Field trips to local farms
- Visits from local farmers
- School garden



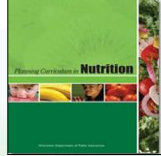
Resources

- New Resource for promotional materials
<http://dpi.wi.gov/school-nutrition/ffvp/promotion>



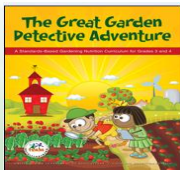
Nutrition Education - Classroom

- Nutritious, Delicious, Wisconsin: Connecting Nutrition Education and Local Foods
- Planning Curriculum in Nutrition
<https://goo.gl/forms/IJ3D7qn5J1Rl87lt2>



Nutrition Education - Classroom

- The Great Garden Detective Adventure
- Dig In! Standards-Based Nutrition Education from the Ground Up
<http://pueblo.gpo.gov/TN/TNPubs.php>



Program Promotion

- In Schools
 - Daily announcements
 - Menus
 - Bulletin boards
 - Newsletters
 - "Just a Bite" or "I Tried It" club or wall of fame
 - PTO meetings
 - Classrooms curriculums
 - Media coverage

Program Promotion

- In Community
 - UW—Extension, Wisconsin Nutrition Education Program(WNEP)
 - Research, Education, Action and Policy (REAP)
 - Food Group
 - Supermarkets, convenience stores, local markets
 - Produce associations (WI Cranberry or Apple Growers Associations)
 - University dietetic programs, local RDN groups
 - Hospitals and other health associations

Professional Standards

- Review training requirements for those involved in FFVP including volunteers
 - Category 2 – 4 hours/school year
 - Substitutes/volunteers preparing snacks
 - Submitting FFVP claims
 - Category 3 – 0 hours required*
 - Distributing snacks
- *Annual civil rights and job specific training (such as food safety)recommended
- <http://dpi.wi.gov/school-nutrition/professional-standards>

Professional Standards Training Requirements

Use this guide to determine training requirements for school nutrition program staff and volunteers

Category 1	Category 2	Category 3
Who: School nutrition directors, managers and staff, plus persons acting in these roles for more than 90 days per year. Required Training: Any topics in the USDA Key Areas ¹ and annual civil rights training. Note: Food safety training is required for new directors and recommended for all other program staff. Annual Training Requirements: Select a position description from the chart below. Likely positions in Category 1 include Directors, Managers, Full Time School Nutrition Program Staff, Part Time School Nutrition Program Staff or non-School Nutrition Programs. Required Documentation: Record of employee name, title of training, training source, dates and total training hours in any format. Certificate of attendance is encouraged but not required.	Who: School nutrition substitutes and volunteers, cashiers determining reimbursable meals at Point of Service (POS), office staff with school nutrition program duties, submitting claims for NSLP, SBP, ASP, DAP, WICMAP and FFVP, processing free and reduced-price applications, verification, or financial management. Required Training: Any topics in the USDA Key Areas ¹ and annual civil rights training. Use the SMI Special Employee Checklist ² to tailor training to job duties. Annual Training Requirements: Select a position description from the chart below. Likely positions in Category 2 include Part Time School Nutrition Program Staff or non-School Nutrition Program Staff with duties pertaining to School Nutrition Programs. Required Documentation: Record of employee name, title of training, training source, dates and total training hours in any format. Certificate of attendance is encouraged but not required.	Who: Teachers administering the FFVP, and/or WICMAP, paid and volunteer cafeteria aides, student workers, custodians, and delivery drivers. Required Training: None. Annual civil rights and job specific training is recommended. Required Documentation: None. Documentation of all school nutrition staff training is recommended.

School Nutrition Program Directors/Category 1	School Nutrition Program Managers/Category 1	Full Time School Nutrition Program Staff/Category 1	Part Time School Nutrition Program Staff or Non-School Nutrition Program Staff with Job Duties Pertaining to School Nutrition Programs/Category 1 or 2
School Year 2015-16	6 hours	6 hours	4 hours
School Year 2016-17	12 hours	10 hours	8 hours

Questions??????

- Type your question into the public chat box on your computer now if you haven't already done so



Thank you for participating in this
FFVP training and for your
support of Wisconsin students

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- mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- fax: (202) 690-7442; or
- email: program.intake@usda.gov.

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